

CHEMICAL EMERGENCIES

All chemical, biological, and radioactive emergencies are handled by the **NIH Fire Department, call 116**. This policy is for use by Office of Facility Management (OFM) staff. Any request for chemical information should be referred to the Clinical Center (CC) Safety office to obtain a emergency handbook.

PROCEDURE CALL IN REPORT NON EMERGENCY

- All calls from CC departments related to chemical and biohazard problems should be referred to the CC Safety Office, 301-496-5281.
- All calls from other ICD's related to chemical and biohazard problems should be referred to the Division of Safety, 301-496-2346.
- For chemical waste disposal call 301-496-4710.
- For radioactive waste disposal call 301-496-4451.

PROCEDURE CALL IN REPORT EMERGENCY

- If someone calls to report a chemical spill or odor, write down the location and type of emergency; tell the caller to call **116** to report the emergency to the Fire Department.
- Call the Fire Department on 301-496-2372 to report the call you received.

PROCEDURE IF CALLED BY FIRE DEPT

- Record the type of emergency and location.
- Page Chief, and Deputy Chief, OFM.
- If no response, overhead page Chief, and Deputy Chief, OFM.
- Inform the CC Safety Office of the situation, 496-5281.
- Make sure that sufficient staff is in the office to cover the phones and help until emergency has ended.

DOCUMENT RECORD OF EMERGENCY RESPONSE

All cases that involve an emergency should be recorded in the designated log. Entries should include the time, the person who reported the emergency and necessary actions that were taken to resolve the problem.

Concurrence:

Chief, Office of Facilities Management, Clinical Center, Office of the Director